



EXHIBIT #C  
 INVOICE - 2012 - Am 1  
 D40523D

City of Seattle, Human Services Department ELFS  
 700 5th Ave, 58th Floor  
 Seattle, WA 98124-4215

TO: Seattle-King County Department of Public Health  
 Communities Putting Prevention to Work-HEAL  
 Attn: Gladys Nkeze  
 401 Fifth Avenue, Suite 900  
 Seattle, WA 98104

In performance of a signed contract, I certify the following services have been provided for the period \_\_\_\_\_ through \_\_\_\_\_, and request reimbursement for the amount indicated below.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Expenditure Item	Total 7/21/10-3/19/12	2012 Program Budget	Prior 2012 Expense	Current Expenditure	2012 Balance
Salary	\$ 63,604.00	\$ 6,587.00			\$ 6,587.00
Fringe	\$ 17,357.00	\$ 2,174.00			\$ 2,174.00
Supplies /Materials	\$ 3,189.00	\$ 2,722.00			\$ 2,722.00
Travel	\$ 450.00	\$ 260.00			\$ 260.00
Telephone, Internet	\$ 884.00	\$ 153.00			\$ 153.00
Postage	\$ 264.00	\$ 36.00			\$ 36.00
Printing	\$ 500.00	\$ 100.00			\$ 100.00
Other Services	\$ 17,100.00	\$ 8,500.00			\$ 8,500.00
Indirect	\$ 7,474.00	\$ 1,396.00			\$ 1,396.00
<b>TOTAL</b>	<b>\$ 110,822.00</b>	<b>\$ 21,928.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,928.00</b>

Total # of hours paid by CPPW funds worked this month:

FOR HEALTH DEPARTMENT USE ONLY

Suffix	Org/Project	Expense Acct	Budget	Current Expense to be Paid	Year to Date Paid
C	8052/H00154	53183	\$ 21,928.00		

Approved:

\_\_\_\_\_  
 CPPW-HEAL Contracts Manager Date



EXHIBIT # C  
INVOICE - 2011 - Am 1  
D40523D

City of Seattle, Human Services Department ELFS  
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Seattle, WA 98124-4215

TO: Seattle-King County Department of Public Health  
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\_\_\_\_\_  
Printed Name                      Signature                      Date

Expenditure Item	Total 7/21/10-3/19/12	2011 Budget w/2010 carryover	Prior 2011 Expense	Current Expenditure	2011 Balance
Salary	\$ 63,604.00	\$ 38,874.00	\$ 29,807.30		\$ 9,066.70
Fringe	\$ 17,357.00	\$ 10,981.00	\$ 7,936.99		\$ 3,044.01
Supplies /Materials	\$ 3,189.00	\$ 1,186.00	\$ 1,826.99		\$ (640.99)
Travel	\$ 450.00	\$ 170.00	\$ -		\$ 170.00
Telephone, Internet	\$ 884.00	\$ 616.00	\$ 362.96		\$ 253.04
Postage	\$ 264.00	\$ 180.00	\$ 111.55		\$ 68.45
Printing	\$ 500.00	\$ 400.00	\$ -		\$ 400.00
Other Services	\$ 17,100.00	\$ 8,600.00	\$ -		\$ 8,600.00
Indirect	\$ 7,474.00	\$ 4,339.00	\$ 2,628.17		\$ 1,710.83
<b>TOTAL</b>	<b>\$ 110,822.00</b>	<b>\$ 65,346.00</b>	<b>\$ 42,673.96</b>	<b>\$ -</b>	<b>\$ 22,672.04</b>

Total # of hours paid by CPPW funds worked this month:	
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FOR HEALTH DEPARTMENT USE ONLY

Suffix	Org/Project	Expense Acct		Budget	Current Expense to be Paid	Year to Date Paid
B	8052/H00154	53183		\$ 65,346.00		

Approved:

\_\_\_\_\_  
CPPW-HEAL Contracts Manager

\_\_\_\_\_  
Date



## Contract D40523D

## Exhibit B

Budget - Amendment 1  
Seattle HSD ELFS

July 21, 2010 - March 19, 2012

2010-2012 Grant Year Total

\$110,822

Expense	7/21/2010 - 12/31/10	2010 Expense	2011 budget			Total 7/21/10-3/19/12
			2010 Carryover	1/1/2011 - 12/31/2011	1/1/2012 - 3/19/2012	
Early Learning Education Specialist (.5 FTE)						
Salary	\$ 11,120	10,648.83	\$ 2,224	\$ 29,329	\$ 6,587	\$ 47,036
Fringe (33%)	\$ 3,670	3,514.11	\$ 155	\$ 10,309	\$ 2,174	\$ 16,152
Strategic Advisor 1			\$ -			
Salary	\$ 11,275	7,074.70	\$ 4,200	\$ 3,121	\$ -	\$ 14,396
Fringe (25%)	\$ 2,819	549.73	\$ 517	\$ -	\$ -	\$ 2,819
Supplies /Materials	\$ 360	265.77	\$ 94	\$ 1,092	\$ 2,722	\$ 4,174
			\$ -			
Travel	\$ 300	90.00	\$ 170	\$ -	\$ 260	\$ 560
Other						
Telephone, Internet	\$ 277	221.73	\$ 55	\$ 561	\$ 153	\$ 991
Postage	\$ 24	41.40	\$ -	\$ 180	\$ 36	\$ 240
Printing	\$ 160	-	\$ 160	\$ 240	\$ 100	\$ 500
Other Services (Trainings, Etc.)			\$ -	\$ 8,600	\$ 8,500	\$ 17,100
Subtotal	\$ 30,005	\$ 22,406	\$ 7,576	\$ 53,431	\$ 20,532	\$ 103,968



Contract D40523D

Guidelines provided by project officers in grantee contract binders for details. Attribution language does not replace organization logo or tagline.

**Print Language Attribution:**

*Made possible by funding from the Department of Health and Human Services and Public Health - Seattle & King County.*

**Spoken Language Attribution:**

*Brought to you by the Department of Health and Human Services and Public Health -Seattle & King County.*

There are no font or placement requirements for the attribution language.

Deliverable: All grantees will identify at least one representative to participate in a communications training hosted by PHSKC.



share expertise and communicate with their Public Health project officer on specific technical assistance needs. Public Health project officers will help coordinate available technical assistance resources within Public Health, and from CPPW contractors with special policy or legal expertise, such as the Prevention Institute and the Tobacco Control Legal Consortium.

*Deliverable:* Grantees will meet at least monthly with PHSKC project officer to discuss progress, challenges and to make adjustments as needed. Grantees will participate in technical assistance opportunities relevant and appropriate to their projects

**5. Education Network:** The CPPW initiative's ability to produce policy and systems change largely depends on its capacity to effectively mobilize community groups to bring the CPPW perspective to decision makers at appropriate times. PHSKC will develop tools—such as a web-based rapid response system and timely email notification of educational opportunities—to help grantees inform their constituents and partners accordingly. Information methods may include activities such as writing letters or email messages, educating decision-makers and participating in hearings. CPPW funds cannot be used for lobbying, and grantees will receive training to clearly distinguish lobbying from other educational activities.

*Deliverable:* Grantees will participate in the CPPW Education Network and will use Education Network tools to educate their organization's network of contacts about CPPW policy, systems and environmental change initiatives.

*Deliverable:* Grantees will identify at least 1 representative to attend a training hosted by PHSKC on lobbying vs. advocacy.

**6. Participate in Other Initiative-Wide Activities:** Grantees will be expected to participate in occasional initiative-wide activities, such as an annual Prevention Summit and a grantees' network (including periodic meetings).

*Deliverable:* Grantee will participate in all initiative-wide activities.

**7. Communications:** All RFP recipient organizations, media contractors, or partners developing communications activities will follow the CPPW Communications Guidelines. The CPPW Communications Team from Public Health will work with contracted media agencies, create a campaign(s) that supports the overall goals of CPPW in King County and that grantees can tailor for specific projects. The CPPW Communications Team will provide general technical assistance and consultation to all requesting grantees. Please refer to guidelines in contract binders for details.

*Deliverable:* Grantees will read the CPPW Communications Guidelines in grantee contract binders by August 30, 2010.

*Deliverable:* All communications materials and products will be linked to the broader CPPW communications strategies and campaigns.

*Deliverable:* All organizations, schools, or government entities that receive funding from CPPW for media activities must coordinate with Public Health Communications Team review and final approval of all communications materials. Depending upon the scope of a media project, Public Health may refer a grantee to the appropriate media agency for this review.

*Deliverable:* All CPPW-funded campaign materials must use attribution language (below) and follow graphics and branding standards, subject to change. Please refer to Communications

*Deliverable:* Complete online reporting on hours worked, amounts spent and other financial tracking data to meet ARRA requirements within five days after the end of each month in the grant period. Work with project officer on any corrections to these reports.

**2. Evaluation:** The grantee, PHSKC project officer and the CPPW Evaluation Team will work collaboratively to track the implementation of CPPW funded activities, and evaluate policy, systems and environmental changes and expected short-term outcomes. The evaluation process will be participatory and is intended to provide the grantee with useful information for decision-making, planning and project management.

*Deliverable:* The grantee will name a point of contact who will be the primary liaison to a designated CPPW evaluator by August 30, 2010.

*Deliverable:* The grantee will assist the evaluator in developing a detailed evaluation plan to be finalized and implemented by November 1<sup>st</sup>, as follows:

- The grantee will describe the project sufficiently for the evaluator to understand the purpose and proposed change mechanisms of the project. For example, the evaluator and grantee may construct a logic model that captures the project's goals, objectives, activities, timeframe and resources.
- The grantee and CPPW evaluator (with project officer when available) will meet as soon as feasible and no later than 30 days after a scope of work has been finalized to identify and mutually agree upon the evaluation focus and questions as well as reasonable measures and data collection methods.
- The evaluation plan will be finalized within 30 days from this meeting.

*Deliverable:* Grantees will provide project data that is reasonable to collect using methods and frequency agreed upon in the evaluation plan (for example: participate in interviews, assist in collecting survey data, provide site access to record environmental conditions, complete tracking logs, provide evidence of policy implementation through contracts or other documents).

*Deliverable:* Through routine CPPW progress reporting with project officer, grantees will update the status of activities and this information will be used by the evaluator to assist in the project evaluation. As needed, the grantee and evaluator will discuss project strengths and challenges, and share information on how the project and evaluation are proceeding.

*Deliverable:* All grantees should expect to support evaluation activities with a minimum of 5% of their staff time and resources.

**3. CCPW Coalition:** The CPPW Coalition will focus on policy, systems and environment issues in King County that affect healthy eating, active living and tobacco policy. Grantees must join the coalition and participate in a work group. Other organizations, coalitions, individuals or groups working on obesity, nutrition, physical activity or tobacco prevention will also participate.

*Deliverable:* Grantees must designate at least 1 representative to attend CPPW Coalition meetings and at least 1 representative (may be different person) to participate in a work group.

*Deliverable:* Grantees will spend at least four hours a month participating in coalition meetings and related activities and this time may be included in the proposal budget. The coalition will meet monthly.

**4. Collaboration with PHSKC:** Policy, system and environment change can be challenging. Grantees must work in partnership with Public Health during the funding period. Grantees will also

**Task III:** Improve access to healthy affordable food for purchase by child care providers.

**Deliverable:** Staff will actively participate in the Farm to Table partnership, coordinated by the City of Seattle, Aging and Disability Services Department, to promote cooperative buying systems in child care.

**Deliverable:** Participate in developing a plan to implement cooperative buying in child care.

**Deliverable:** Educate child care providers about the new cooperative buying system

**Deliverable:** Increase the number of preschool, child care and school age programs with access to healthy foods by twenty.

**Completion Date:** March 19, 2012

**Task IV:** A Strategic Advisor I (SAI) position will be hired to work within the Seattle Department of Finance and Administrative Services to develop analysis and implementation methods for a fee, tax or other revenue-backed method that would discourage consumption of unhealthy food or drink and help to fund nutrition and physical activity supporting activities in Seattle.

The SAI will work with an Economist and a Tax Administrator, the City Attorney's Office, Public Health staff and the City Public Health Manager and Policy Advisor to research all relevant issues pertaining to imposing and administering a potential new fee or tax. The position will first conduct research and draft options. Then the position will develop educational materials aimed at the entities that would be subject to the new fee or tax. Also, the position will finalize administrative rules and procedures.

**Deliverable:** A report summarizing the research and options will be completed and submitted to Public Health by March 15, 2011.

**Deliverable:** Educational materials and finalization of administrative rules and procedures will be completed by May 31, 2011. Copies of these documents will be submitted to Public Health.

**Completion Date:** May 31, 2011

#### **Standard for All RFP Award Contracts**

**1. Reporting:** Grantee will participate in monthly reporting activities on program progress and financial data relevant to the reporting requirements of ARRA.

**Deliverable:** Work with PHSKC project officer to fill-in program progress tracking tool with project milestones by September 15, 2010.

**Deliverable:** Meet monthly with PHSKC project officer to discuss progress on project milestones and activities.

**Deliverable:** Submit 6 quarterly reports and 1 final summary that detail the successes and challenges of implementing the policy/systems/environmental change(s). Reports are due by: 10/31/10, 1/31/11, 4/30/11, 7/31/11, 10/31/11, 1/31/12 and final summary should be submitted with final invoice. Summaries can be in either of two formats: a 300-500 word written report or a telling story (video, digital storytelling, news article with photo, song) that can be easily shared among grantees, partners and potentially the public.

**Exhibit A – Amendment 1  
City of Seattle, Human Services Department  
Early Learning and Family Support Division  
Scope of Work**

**Introduction:** The City of Seattle, Human Services Department, Early Learning and Family Support Division will complete this scope of work supported by a Communities Putting Prevention to Work (CPPW) Healthy Eating Active Living grant from Public Health – Seattle & King County. The goals of CPPW HEAL are to support schools, local governments and communities to reduce overweight and obesity rates by increasing healthy eating and physical activity through policy, system and environment changes.

**The policy, system or environment changes the City of Seattle, Human Services Department, Early Learning and Family Support Division agrees to implement with the CPPW grant funding include:**

- Increase availability of healthy food/drink choices in child care.
- Limit the availability of unhealthy food/drink choices in child care
- Help adopt and implement State standards for minimum play space, equipment, and duration of play in child care.
- Make healthy foods affordable for child care programs by buying them through cooperatives.

**Tasks:** The City of Seattle, Human Services Department, Early Learning and Family Support Division will conduct the following tasks and produce associated deliverables to achieve the above outcomes.

**Project Outcome 1:** By March 19, 2012, child care policies/standards will be enhanced to assure that children will have increased opportunities to consume healthy food and be physically active.

**Task I:** Develop capacity within the City of Seattle staff to provide ongoing technical assistance on healthy eating and physical activity standards to child care providers.

**Deliverable:** At least 5 staff will attend a "train the trainer" program on best practice standards for healthy eating and physical activity in child care.

**Deliverable:** Develop and implement a plan for promotion of trainings on best practice standards to child care providers.

**Deliverable:** Staff from at least 4 child care program sites will attend healthy eating/active living trainings.

**Deliverable:** Develop capacity-building electronic tools. Examples include but are not limited to: recipe bank, food service equipment checklist and food preparation support.

**Completion Date:** March 19, 2012

**Task II:** Incorporate new healthy eating and physical activity standards into the Comprehensive Child Care Program and strengthen implementation of existing regulations in the Child Care Nutrition Program, Seattle Parks and Recreation licensed after school programs and the Early Childhood and Assistance Program.

**Deliverable:** Draft and finalize new standards

**Deliverable:** Pilot new standards in 3-5 programs

**Deliverable:** Implement standards in programs

**Completion Date:** March 19, 2012





# CONTRACT AMENDMENT / CHANGE ORDER

CONTRACT # D40523D  
AMENDMENT # 1

PROJECT NAME: CPPW Healthy Eating Active Living

PHSKC PROGRAM MONITOR: Adrienne Dorf

CONTRACTOR: City of Seattle HSD (Human Services Department)  
700 5th Avenue, Suite 5800  
Seattle, Washington 98124

Received Dec-19-11  
HEQ34010

ORIGINAL CONTRACT START DATE: 07/21/2010

AMENDMENT EFFECTIVE DATE: 11/01/2011

This amendment effects the following changes:

CHANGES TO CONTRACT BOILERPLATE

INCREASE THE TOTAL CONTRACT VALUE BY \$2,834.00 TO \$ 110,822.00

REPLACE THE FOLLOWING CONTRACT EXHIBITS

Exhibit A – Scope of Work as attached hereto

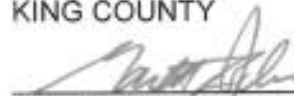
Exhibit B – Budget as attached hereto

Exhibit C – Invoice as attached hereto (2011 and 2012 only)

All other terms and conditions of the referenced contract, including any amendments, shall remain unchanged.

IN WITNESS HEREOF, the parties hereto have caused this amendment to be executed and instituted on the date first written.

KING COUNTY

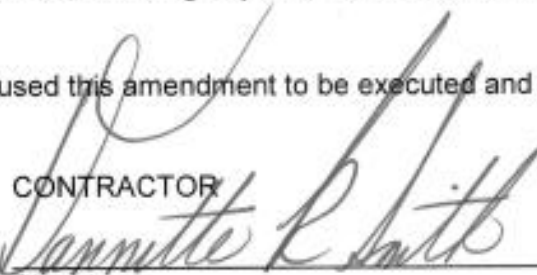
  
King County Executive

FOR

Date

11/30/11

CONTRACTOR

  
Signature

DANNETTE R. SMITH, Director  
Name (please type or print)

NOV 24 2011

Date